

Statement of Work (SOW) Outline

Introduction: <ul style="list-style-type: none"> ✓ Type of SOW (website, project management, etc.) ✓ Name of department
Background:
Scope of Work: <ul style="list-style-type: none"> ✓ List all task at a HIGH LEVEL ✓ Explain each task
Period of Performance:
Project Structure <ul style="list-style-type: none"> ✓ Key Contractor Personnel
Contractor Proposal, Evaluation and Selection <ul style="list-style-type: none"> ✓ Status Reporting ✓ Project Updates, Meetings
Point of Contact <ul style="list-style-type: none"> ✓ Project Manager ✓ Contract Administrator ✓ Personnel and Rates ✓ Cost ✓ Documents/Reports ✓ Controls ✓ Change Control ✓ Other Contractors ✓ Knowledge and Abilities ✓ Acceptance of Deliverables and Milestones
SOW Deliverables and Milestones <ul style="list-style-type: none"> ✓ List of tasks, description, and deliverables and milestones
Requirements: <ul style="list-style-type: none"> ✓ Timeline <ul style="list-style-type: none"> ○ Contractors receive SOW ○ Deadline for submitting questions (5 days before deadline for submission of proposal) ○ Answers to questions provided to Contractors ○ Deadline for submitting proposals ○ Signing of the contract ✓ Selection procedures <ul style="list-style-type: none"> ○ Develop written selection procedures for each SOW ○ Procedures can be a one or two-step process depending

<p>on the number of proposals received.</p> <ul style="list-style-type: none"> ○ Two-step process can include the use of screening criteria to reduce the number of proposals to a “best qualified” pool. <p>✓ Submission of Contractor Proposals</p> <ul style="list-style-type: none"> ○ Name of staff responsible for questions and answers ○ E-mail address where the vendors could send the questions <p>✓ Contractor Proposal Requirements</p> <ul style="list-style-type: none"> ○ Items you would like to see in the vendors proposals <ul style="list-style-type: none"> ✓ The approach and methodologies to be used to accomplish the work ✓ Preliminary Project Management plan showing timeframes for milestones, tasks, deliverables and approval points associated with each objective and activity ✓ Names, billing rates, and resumes of the personnel associated with each task ✓ Estimated work hours and cost per task ✓ Preliminary project timelines ✓ Change Management Plan and an Approval Procedure Plan ✓ Three references of customers in other organizations for which similar engagements have been successfully completed within the last three years.
✓ Interviews and References
✓ Attachment(s) if necessary